

**U.S. Office of Personnel Management  
Washington Service Center**

**VACANCY ANNOUNCEMENT**

Amended as of January 2000

**Vacancy announcement number:** WA-2-0334

**Opening Date:** 2/15/1999

**Closing Date:** Indefinite

**Position:** Computer Specialist, GS-334-5/7/9/11/12

**This position may be filled as temporary, term, or permanent.**

**Number of Positions:** Many

**Job Location:** Department of Commerce  
Bureau of the Census  
Suitland, MD

Payment of relocation expenses ***MAY BE*** authorized.

**Salary:** GS-5: \$23,304 - \$30,292  
GS-7: \$28,866 - \$37,522  
GS-9: \$35,310 - \$45,900  
GS-11: \$42,724 - \$55,541  
GS-12: \$51,204 - \$66,564

**Promotion Potential:** GS-12

**Announcement is open to the public.**

**Major Job Duties:**

The Bureau of the Census is seeking persons to fill the following kinds of positions:

- Application Developers GS-5 through GS-12
- System Administrators GS-5 through GS-12
- LAN Managers GS-5 through GS-12
- Data Base Administrators GS-11 and GS-12

**Follow these steps to apply:**

1. First determine whether you meet the qualification requirements for the kind of position and grade level in which you are interested (Please note that for positions above the entry level, specialized experience requirements are different for each of the specialty areas and grade levels). In the application questionnaire, you will be asked to choose the specialty area(s) for which you want to be considered. Since you probably will not be equally qualified for positions in each of the specialty areas, and may not qualify at all for some positions, please select only the specialty area(s) for which you are qualified.
2. Prepare your application materials.
  - A. Questionnaire (electronic at <http://www.usajobs.opm.gov/cen0334.htm> or hard copy)
  - B. Resume
  - C. Transcript
  - D. Other material
3. Submit your application materials (FAX to 1-800-601-8952).

**FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOUR NOT RECEIVING CONSIDERATION FOR THIS POSITION.**

## QUALIFICATION REQUIREMENTS:

1. You must be a United States citizen to apply.
  2. To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.
  3. You must meet the basic requirements for a computer specialist. For a specific grade level, you must meet those requirements.
  4. If you qualify based on a combination of education and experience use the following guidelines: to combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% to qualify. Experience: to determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience by 12 -- the required number of months experience. Education: if your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To compute your percentage of education, take the number of graduate-level semester hours you completed beyond the minimum amount listed for the grade level and divide it by the number of semester hours required by your school for one academic year of full-time graduate study or by 18 if you cannot determine the number of semester hours required by your school.
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### Basic Requirements for a Computer Specialist and GS-5 Qualifications:

You have (or within 9 months will have) a bachelor's degree (or its equivalent -- at least 120 semester hours of progressively higher level undergraduate study) with a major in:

- computer science,
- information science,
- information systems management,
- mathematics,
- statistics,
- operations research,
- engineering, or
- another major which provided knowledge equivalent to a major in a computer field.

**OR,**

You have at least three years (36 months) of work experience that provided a basic knowledge of data processing functions and general management principles such that you understand the stages required to automate a work process. This experience was gained in work such as computer assistant, program analyst, or other positions that required the development or adaptation of computer programs and systems

**OR,**

You have a combination of undergraduate education (less than 120 hours) and work experience described for a GS-5 (less than 3 years).

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### APPLICATIONS DEVELOPER SPECIALIZATION -- GS-7 Qualifications:

You have (or within 9 months will have) a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:

- membership in a national honor society,
- graduating in the upper 1/3 of the class,
- earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of at least 2.95,
- earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of 3.45 in the major

**OR,**

You have (or within 9 months will have) completed one year of graduate education in one of the majors listed above.

**OR,**

You have been in a Computer Specialist, GS-334-5, Applications Developer, position for at least one year.

**OR,**

You have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Program requirements were established by higher level programmers. Your assignments and the steps to follow usually were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. You were expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes.

**OR,**

You have a combination of graduate education and work experience described above for a GS-7 Applications Developer that equates to one year of experience.

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### ***APPLICATIONS DEVELOPER SPECIALIZATION -- GS-9 Qualifications***

You have (or within 9 months will have) a master's degree, or completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-7, Applications Developer, position for at least one year.

**OR,**

You have at least one year of experience writing software in a production environment that requires a good working knowledge of the syntax, capabilities, and limitations of a programming language, as well as working knowledge of and experience with the operating system under which the software operates. The scope of your assignments were most often defined for you, but you used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results, and written products were closely reviewed for technical and analytical adequacy.

**OR,**

You have a combination of graduate education (more than 1 academic year) and work experience described above for a GS-9 Applications Developer that equates to two years of experience.

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### ***APPLICATIONS DEVELOPER SPECIALIZATION -- GS-11 Qualifications***

You have (or within 9 months will have) a Ph.D., or completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-9, Applications Developer, position for at least one year.

**OR,**

You have at least one year of experience designing and developing software in a production environment that requires a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software, and detailed knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. Your analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 Applications Developer that equates to three years of experience.

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### ***APPLICATIONS DEVELOPER SPECIALIZATION -- GS-12 Qualifications***

You have worked in a Computer Specialist, GS-334-11, Applications Developer, position for at least one year.

**OR,**

You have at least one year of experience designing and developing software systems in a production environment, based on interviews with customers and translation of very general requirements; a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software. Your work required that you have knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. Your assignments regularly included developing solutions to difficult problems that did not have readily available precedents. Your work was generally reviewed only for adherence to accepted standards.

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## **SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS- 7 Qualifications:**

You have (or within 9 months will have) a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:

- membership in a national honor society,
- graduating in the upper 1/3 of the class,
- earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of at least 2.95,
- earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of 3.45 in the major

**OR,**

You have (or within 9 months will have) completed one year of graduate education in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-5, Systems Administrator/Manager, position for at least one year.

**OR,**

You have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Program requirements were established by higher level programmers. Your assignments and the steps to follow usually were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. You was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes.

**OR,**

You have a combination of graduate education and work experience described above for a GS-7 Systems Administrator/Manager that equates to one year of experience.

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## **SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-9 Qualifications**

You have (or within 9 months will have) a master's degree, or completed two years of progressively higher graduate education leading to a master's degree, in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-7, Systems Administrator/Manager, position for at least one year.

**OR,**

You have at least one year of systems administration experience in a VMS or Unix environment. You have a good working knowledge of the capabilities and limitations of the VMS or Unix operating systems, and have had some experience writing shell scripts and providing technical support to system users. You have created accounts where the resource allocation was predetermined. The scope of your assignments were most often defined for you, but you used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results, and written products were closely reviewed for technical and analytical adequacy.

**OR,**

You have a combination of graduate education (more than 1 academic year) and work experience described above for a GS-9 Systems Administrator/Manager that equates to two years of experience.

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## **SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-11 Qualifications**

You have (or within 9 months will have) a Ph.D., or completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-9, Systems Administrator/Manager, position for at least one year.

**OR,**

You have at least one year of experience in a VMS or Unix environment with experience in areas such as user account creation, backup/restore, and providing general VMS or Unix support to system users. As part of your responsibilities, you have developed and/or maintained system documentation and standards. You have a thorough knowledge of the syntax, capabilities, and limitations of the VMS or Unix operating systems, including knowledge of the interaction between production programs

and the operating system. You have experience in monitoring system resource utilization to detect and solve problems that are about to occur. Your analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 Systems Administrator/Manager that equates to three years of experience.

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### ***SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-12 Qualifications***

You have worked in a Computer Specialist, GS-334-11, Systems Administrator/Manager, position for at least one year.

**OR,**

You have at least one year of system administration experience in a VMS or Unix environment that included maintaining a DNS or NIS environment or installing or maintaining security software. In addition, you have a thorough knowledge of and experience with the VMS or Unix operating systems, including the interaction between production programs and the operating system. You have experience in determining the source of system crashes and identifying solutions to recover from them. You have evaluated upgrades and systems changes based on resource allocation. You have a basic understanding of telecommunications and how it interfaces with system hardware and software. You have written complex shell scripts to perform automated system management tasks to assist in trouble shooting system problems. Your assignments regularly included developing solutions to difficult problems that did not have readily available precedents. Your work was generally reviewed only for adherence to accepted standards.

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### ***LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS- 7 Qualifications:***

You have (or within 9 months will have) a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:

- membership in a national honor society,
- graduating in the upper 1/3 of the class,
- earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of at least 2.95,
- earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
- earning a cumulative undergraduate GPA of 3.45 in the major

**OR,**

You have (or within 9 months will have) completed one year of graduate education in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-5, LAN Support/Management, position for at least one year.

**OR,**

You have at least one year of LAN support work experience in a Unix, Novell, or Windows NT environment installing, troubleshooting and configuring PCs and peripherals. You have knowledge and understanding of hardware terminology and concepts such as RAM, SCSI, RAID, and IDE, and am familiar with basic office automation applications such as MS Office Suite, Corel Suite, and cc:Mail. Your assignments and the steps to follow usually were defined by your supervisor or by standard operating procedures, and your work was checked closely for accuracy and adequacy. You were expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes.

**OR,**

You have a combination of graduate education and work experience described above for a GS-7 LAN Support/Management that equates to one year of experience.

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### ***LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-9 Qualifications***

You have (or within 9 months will have) a master's degree, or completed two years of progressively higher level graduate education leading to or a master's degree, in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-7, LAN Support/Management, position for at least one year.

**OR,**

You have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment setting up, installing, troubleshooting, and configuring PCs and peripherals, installing standalone or network copies of software to

PCs, troubleshooting LAN hardware and software problems, and helping users with login, network printing, supporting network client and application software. You have experience with installing and troubleshooting Windows 95 and Windows NT Workstation on the desktop and experience with installing, troubleshooting, and managing Novell NetWare 3.x, 4.x and Windows NT 3.x, 4.x. You have experience with server administration for a large network of approximately 100 or more users. You have provided professional support to the network users and used your analytical skills to investigate, identify, and evaluate user problems. Problems were solved by following established guidelines or by researching past solutions, or by developing your own solutions. The scope of your assignments were most often defined for you, but you used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to your specific work situations. Your analytical methods and results were closely reviewed for technical and analytical adequacy.

**OR,**

You have a combination of graduate education (more than 1 academic year) and work experience described above for a GS-9 LAN Support/Management that equates to two years of experience.

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### ***LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-11 Qualifications***

You have (or within 9 months will have) a Ph.D., or completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-9, LAN Support/Management, position for at least one year.

**OR,**

You have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included configuring, installing, and troubleshooting applications on the server. You have knowledge and understanding of telecommunication concepts and protocols such as switches, routers, hubs, TCP/IP, IPX, ATM, FDDI, Ethernet, and mirroring, clustering, and duplexing. Your experience included installing and troubleshooting COTS software to the desktop or server, and with providing "help desk" services and user training. You were responsible for deploying software installations and upgrades. You have experience in multiple server installations and upgrades for large networks of approximately 100 or more users. You assisted less experienced staff in problem resolution and in documenting solutions and procedures. You have a thorough knowledge of the syntax, capabilities, and limitations of the Unix operating system, including knowledge of the interaction between production programs and the operating system. Your analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 LAN Support/Management that equates to three years of experience.

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### ***LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-12 Qualifications***

You have worked in a Computer Specialist, GS-334-11, LAN Support/Management, position for at least one year.

**OR,**

You have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included managing a Unix, Novell, or Windows NT server in a production environment (managing user accounts, access rights, disk space allocation, troubleshooting network problems from the client level on up to the server level, and providing user training. Your experience includes the design and coordination of multiple server installations and networks for large systems supporting approximately 100 or more users. You developed solutions to difficult problems where there is no readily available precedents. You trained junior staff in problem resolution and the documentation of those solutions and procedures. You were responsible for deploying software installations and upgrades. You have expert knowledge of the operating system, telecommunication concepts and WAN technologies, and the latest SW/HW/Networking technologies. Your work was generally reviewed only for adherence to accepted standards.

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### ***DATA BASE ADMINISTRATOR SPECIALIZATION -- GS-11 Qualifications***

You have (or within 9 months will have) a Ph.D., or three years of progressively higher level graduate education leading to a Ph.D., in one of the majors listed above.

**OR,**

You have worked in a Computer Specialist, GS-334-9, Data Base Administrator, position for at least one year.

**OR,**

You have at least one year of experience as a database administrator for a relational database management system. This experience included performing logical and physical database design, building new databases, and modifying existing databases. Your work required knowledge and experience with database configuration management practices including database security, backup and recovery, and account management. You have some experience writing SQL script to monitor database performance for evaluation and tuning. Your analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

You have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 Data Base Administrator that equates to three years of experience.

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## **DATA BASE ADMINISTRATOR SPECIALIZATION -- GS-12 Qualifications**

You have worked in a Computer Specialist, GS-334-11, Data Base Administrator, position for at least one year.

**OR,**

You have at least one year of experience as a database administrator for a relational database management system. This includes performing logical and physical database design, building new databases, and modifying existing databases based on an evaluation of customer requirements. Your work required establishing database configuration management policies and procedures for database installation, security, backup and recovery, and account management. You have extensive experience performing database monitoring and tuning to predict and resolve performance problems. In addition, you provided technical assistance and training to less experienced Data Base Administrators. Your work was generally reviewed only for adherence to accepted standards.

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**BASIS FOR RATING:** Ratings will be based on your questionnaire responses. See application materials for questionnaire. Errors or omissions may affect your score. Qualified candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans preference.

Individuals who have special priority selection rights under Agency Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) must be well-qualified for the position to receive consideration for special priority selection. CTAP or ICTAP eligibles will be considered well-qualified if they are rated with a score of 90 or above.

**ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NONMERIT FACTOR.**

## **APPLICATION MATERIAL**

### **A. Questionnaire**

Access the questionnaire either electronically on the USAJOB web site or request the hard copy form.

**Electronic application is strongly encouraged as the simplest and most expeditious method.**

#### Electronic Option on the World Wide Web

1. Connect to the Census Bureau Statistician questionnaire at: <http://www.usajobs.opm.gov/cen0334.htm>
2. Complete the questionnaire.
3. Submit the questionnaire.

#### Hard Copy Option

1. Request OPM Form 1203-AW, Qualification and Availability Form C by telephone:
  - a. Call the USAJOBS by Phone at (202) 606-2700
  - b. After the introductory message, press 1 to reach the main menu and 3 to request forms and 1 to begin recording.
  - c. At the prompt, ask for Form C
  - d. At the next prompt, record your name and address
2. When you receive Form C, complete it using the questions at the end of the vacancy announcement.

### **B. Resume**

You must submit a resume, or OF-612 (Optional Application for Federal Employment), or other written application format of your choice. Be sure you provide all of the information requested below:

- Announcement Number, title and grade(s) for which you are applying.
- Social Security Number.
- Country of Citizenship.
- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
- Education
- Work experience including dates of employment, duties, employers name, address, and phone number
- Other relevant qualifications

**C. Transcripts.**

- You must submit copies of college transcripts or a list of college courses taken that identify for each course the college or university, semester or quarter hours earned, grade and grade-point received.
- Official college transcripts are not required at this time. However, you will need to provide a copy of your final official transcripts prior to appointment.
- There is no limit on the number of college transcript pages you may submit.
- With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.

**D. Other application materials, as necessary.**

- If you are a current or former Federal employee, please submit a copy of your latest Notice of Personnel Action, SF-50.
- Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50 noting current position, grade level, and duty location.
- Notate your application and include the required documentation if you are applying and eligible for a non-competitive appointment such as Thirty Percent or More Disabled Veteran Appointment, Veterans Readjustment Appointment (VRA), Severely Physically handicapped Schedule A Appointment, Former Peace Corps Appointment, etc.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a Certificate of Release or Discharge from Active Duty, DD-214, and Application for 10-Point Veteran Preference, Standard Form 15, and the proof requested on the form. The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the United States Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).

**SUBMIT APPLICATION MATERIALS:**

1. Your application materials will not be returned. Do not submit original documents that you may need in the future.
2. Mail or FAX your resume, transcripts, and other documents as a complete package. If you choose to submit college transcripts, official or unofficial, do not have your university or college submit them under separate cover. Transcripts must be submitted with your resume and other documents as a complete package.
3. If you completed the questionnaire electronically, submit the remaining application material (your resume, transcripts, and other material) by FAX, U.S. Postal Mail, or hand delivery.
  - A. To FAX your remaining application material
    1. Complete the Census Application Cover Page
      - a. The Cover Page appears after you complete the questionnaire electronically.
      - b. The Cover Page is also available at <http://www.usajobs.opm.gov/pdf/census.pdf>
      - c. In the Vacancy Identification Number blocks, enter **WA20334**
    2. Using this Cover Page, FAX your remaining application material to **1-800-601-8952**.



- a. Your application/FAX should not be excessive, but it should provide enough information to support your responses to the application questionnaire. There is no limit on the number of college transcript pages you may submit; however, you may not submit more than 10 pages for any other documentation.
  - B. To mail, hand deliver, or deliver by courier your remaining application material see addresses in #4 and #5 below.
4. If you completed the questionnaire by hard copy Form C, submit all application materials (Form C, your resume, transcripts, and other material) by U.S. Postal Mail to:

U.S. Office of Personnel Management  
Washington Service Center  
ATTN: Vacancy Announcement WA-2-0334  
Post Office Box 14080  
Washington, DC 20044

5. Applications may also be hand delivered between 7:00 a.m. and 6:30 p.m., Monday through Friday, and placed into the Employment Application Drop Box at:

U.S. Office of Personnel Management  
1900 E Street, NW  
Room 1416  
Washington, DC 20415

**Please include the position title and grade for which you are applying on the envelope.**

**CONTACT INFORMATION:**

1. If you have questions about the status of your application or Notice of Results for this position, or if you experience problems submitting your resume and college transcripts by fax, you may call **1-888-866-5164**.
2. If you experience problems with the electronic application for this position, you may contact us at:  
**usajobs\_webmaster@opm.gov**

**COMPUTER SPECIALIST, GS-334-5/7/9/11/12**  
**QUESTIONNAIRE**  
**FOR USE WITH THE**  
**HARD COPY APPLICATION (FORM C)**

On the Form C you will be asked to provide information regarding your education and experience as it relates to the work of a Computer Specialist. In the appropriate Section on the Form C, use a #2 pencil to mark your responses to the following questions. Return the form and any additional application material requested in the vacancy announcement to our office according to the instructions provided in the vacancy announcement.

**WARNING:** Your answers will be verified against the narrative information you provide in your resume or application, information your references provide, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background.

**Enter the following to complete the Qualifications and Availability Form C:**

- Section 1: Your Name  
Section 2: Computer Specialist, GS-334-5/7/9/11/12  
Section 3: WA-2-0334  
Section 4: **OCCUPATION** - Enter "**0334 C**" and darken the appropriate oval below each box.  
Section 5: **CASE NUMBER** - Enter "**20334**" and darken the appropriate oval below each box.  
Section 6: **LOWEST GRADE** - Enter the lowest grade level at which you will accept an employment offer. Enter "**05**", "**07**", "**09**", "**11**" or "**12**" and darken the appropriate oval below each box. GS-5 is the lowest grade covered.  
Section 7: **EMPLOYMENT AVAILABILITY** - Self-explanatory (darken the appropriate oval below each box). Provide your answers to the following questions in part E):

**Question 1:** Are you currently a Department of Commerce employee who has been declared surplus AND is requesting special priority selection consideration under the Department of Commerce Career Transition Assistance Program (CTAP)?

**Y = Yes                      N = No**

**Question 2:** Are you a displaced Federal employee who is requesting special priority selection consideration under the Interagency Career Transition Assistance Program (ICTAP)?

**Y = Yes                      N = No**

***NOTE:*** If your answer is yes to either question 1 or 2 you must meet the CTAP or ICTAP eligibility requirements AND submit supporting proof documentation -- Certificate of Expected Separation, Reduction in Force notice, etc. Refer to the Special Selection Priority Consideration Provisions for Surplus or Displaced Federal Employees in the vacancy announcement for additional information.

- Section 8: **OCCUPATIONAL SPECIALTIES** - In blocks 1 through 4 of this section, enter the code for the speciality in which you are interested in the space provided (darken the appropriate oval below each box). Leave blocks 5 through 9 blank.

001 = Applications Developer  
002 = Systems Administrator/Manager  
003 = LAN Support/Management  
004 = Data Base Administrator

- Section 9: **GEOGRAPHIC AVAILABILITY (JOB LOCATIONS)** -In block 1 of this section, enter "**001**" in the space provided (darken the appropriate oval below each box).  
Section 10: **FIRST NAME, MIDDLE INITIAL, AND LAST NAME** - Self-explanatory (darken the appropriate oval below each box).  
Section 11: **SOCIAL SECURITY NUMBER** - We need your Social Security Number to maintain your records. Executive Order 9397 authorizes the Office of Personnel Management to use this number in keeping records. We may also use this number to make requests for information about you from employers, schools, banks, and others. Giving us your Social Security Number is voluntary, however, we cannot process your application without it. (Darken the appropriate oval below each box.)  
Sections 12-16: **TELEPHONE NUMBER AND ADDRESS** - Self-explanatory (darken the appropriate oval below each box).

Section 17: **OCCUPATIONAL QUESTIONS -Mark only 1 response in Section 17 for each of the questions.** Darken the appropriate oval.

Please ensure that you can provide specific examples or documentation of your education or experience as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process. Your answers will be verified against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background.

**The following questions ask you to describe your educational background, your work, and other experiences in order to determine your qualifications for the grade levels to be filled.**

*You must respond to all these questions regardless of the grade level you are seeking.*

**Minimum Qualifications for a Computer Specialist (GS-5):**

1. I have a bachelor's degree (or its equivalent — at least 120 semester hours of progressively higher study) with a major in:

- computer science,
- information science,
- information systems management,
- mathematics,
- statistics,
- operations research,
- engineering, or
- another major which provided knowledge equivalent to a major in a computer field.

- A = Yes  
B = Yes, I will have this within nine months  
C = No

*With the materials you submit, you will need to include specific information on classes you will be completing within the next 9 months if you need these classes in order to qualify for this position. List the title and course number of the class, the department and college or university offering the class, the number of semester or quarter hours credit given for the class, and the date you expect to complete the class.*

2. I do not have a degree in the courses listed above, but I have at least three years (36 months) of work experience that provided a basic knowledge of data processing functions and general management principles such that I understand the stages required to automate a work process. This experience was gained in work such as computer assistant, program analyst, or other positions that required the development or adaptation of computer programs and systems

**OR,**

I have a combination of undergraduate education (less than 120 hours) and work experience described for a GS-5 (less than 3 years).

- A = Yes  
B = No

**You must answer “Yes” to 1 or 2 above to meet the minimum qualifications for a Computer Specialist, GS-0334. If you did not answer “Yes” to 1 or 2, there is no reason to continue this application.**

### **APPLICATIONS DEVELOPER SPECIALIZATION -- GS-7 Qualifications:**

3. I have a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:
- membership in a national honor society,
  - graduating in the upper 1/3 of the class,
  - earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of at least 2.95,
  - earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of 3.45 in the major.
- A = Yes  
B = Yes, I will have this within nine months  
C = No
4. I have completed one year of graduate education in one of the majors listed under GS-5, "1" above.
- A = Yes  
B = Yes, I will have this within nine months  
C = No
5. I have worked in a Computer Specialist, GS-334-5, Applications Developer, position for at least one year.
- A = Yes  
B = No
6. I have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Program requirements were established by higher level programmers. My assignments and the steps to follow usually were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. I was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes.
- OR,**  
I have a combination of graduate education (less than one year) and work experience described above for a GS-7 Applications Developer (less than one year) that totals one year.
- A = Yes  
B = No

**Yes to 3, 4, 5, or 6 qualifies you at the GS-7 level.**

### **APPLICATIONS DEVELOPER SPECIALIZATION -- GS-9 Qualifications**

7. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed under GS-5, "1" above.
- A = Yes  
B = Yes, I will have this within nine months  
C = No
8. I have worked in a Computer Specialist, GS-334-7, Applications Developer, position for at least one year.
- A = Yes  
B = No

9. I have at least one year of experience writing software in a production environment that requires a good working knowledge of the syntax, capabilities, and limitations of a programming language, as well as working knowledge of and experience with the operating system under which the software operates. The scope of my assignments were most often defined for me, but I used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results, and written products were closely reviewed for technical and analytical adequacy.

**OR,**

I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 Applications Developer (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A = Yes  
B = No

**Yes to 7, 8, or 9 qualifies you at the GS-9 level.**

#### **APPLICATIONS DEVELOPER SPECIALIZATION -- GS-11 Qualifications**

10. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors list under GS-5, "1" above.

- A = Yes  
B = Yes, I will have this within nine months  
C = No

11. I have worked in a Computer Specialist, GS-334-9, Applications Developer, position for at least one year.

- A = Yes  
B = No

12. I have at least one year of experience designing and developing software in a production environment that requires a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software, and detailed knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. My analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 Applications Developer (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A = Yes  
B = No

**Yes to 10, 11, or 12 qualifies you at the GS-11 level.**

#### **APPLICATIONS DEVELOPER SPECIALIZATION -- GS-12 Qualifications**

13. I have worked in a Computer Specialist, GS-334-11, Applications Developer, position for at least one year.

- A = Yes  
B = No

14. I have at least one year of experience designing and developing software systems in a production environment, based on interviews with customers and translation of very general requirements; a thorough knowledge of the syntax, capabilities, and limitations of a programming language, as well as responsibility for implementation of the software. My work required that I have knowledge of and experience with the operating system under which the software operates, including the interaction between production programs and the operating system. My assignments regularly included developing solutions to difficult problems that did not have readily available precedents. My work was generally reviewed only for adherence to accepted standards.

A = Yes  
B = No

**Yes to 13 or 14, qualifies you at the GS-12 level.**

#### **SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-7 Qualifications:**

15. I have a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:
- membership in a national honor society,
  - graduating in the upper 1/3 of the class,
  - earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of at least 2.95,
  - earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of 3.45 in the major

A = Yes  
B = Yes, I will have this within nine months  
C = No

16. I have completed one year of graduate education in one of the majors listed under GS-5, "1"

A = Yes  
B = Yes, I will have this within nine months  
C = No

17. I have worked Computer Specialist, GS-334-5, Systems Administrator/Manager, position for at least one year.

A = Yes  
B = No

18. I have at least one year of work experience developing and testing software programs or developing and testing portions of more complex systems using 3rd and 4th generation languages such as C, C++, SAS, Developer 2000, Power Builder, Visual Basic, FORTRAN, and COBOL. Program requirements were established by higher level programmers. My assignments and the steps to follow usually were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. I was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes.

**OR,**

I have a combination of graduate education (less than one year) and work experience described above for a GS-7 Systems Administrator/Manager (less than one year) that totals one year.

A = Yes  
B = No

**Yes to 15, 16, 17, or 18 qualifies you at the GS-7 level.**

#### **SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-9 Qualifications:**

19. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed under GS-5, "1" above.

A = Yes  
B = Yes, I will have this within nine months  
C = No

20. I have worked Computer Specialist, GS-334-7, Systems Administrator/Manager, position for at least one year.

A = Yes  
B = No

21. I have at least one year of systems administration experience in a VMS or Unix environment. I have a good working knowledge of the capabilities and limitations of the VMS or Unix operating systems, and have had some experience writing shell scripts and providing technical support to system users. I have created accounts where the resource allocation was predetermined. The scope of my assignments were most often defined for me, but I used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results, and written products were closely reviewed for technical and analytical adequacy.

**OR,**

I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 Systems Administrator/Manager (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A = Yes  
B = No

**Yes to 19, 20, or 21 qualifies you at the GS-9 level.**

#### **SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-11 Qualifications**

22. I have a Ph.D., or I have three years of progressively higher level graduate education leading to a Ph.D., in one of the majors list under GS-5, "1" above.

A = Yes  
B = Yes, I will have this within nine months  
C = No

23. I have worked in a Computer Specialist, GS-334-9, Systems Administrator/Manager, position for at least one year.

A = Yes  
B = No

24. I have at least one year of experience in a VMS or Unix environment with experience in areas such as user account creation, backup/restore, and providing general VMS or Unix support to system users. As part of my responsibilities, I have developed and/or maintained system documentation and standards. I have a thorough knowledge of the syntax, capabilities, and limitations of the VMS or Unix operating systems, including knowledge of the interaction between production programs and the operating system. I have experience in monitoring system resource utilization to detect and solve problems that are about to occur. My analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 Systems Administrator/Manager (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A = Yes  
B = No

**Yes to 22, 23, or 24 qualifies you at the GS-11 level.**

**SYSTEMS ADMINISTRATOR/MANAGER SPECIALIZATION -- GS-12 Qualifications**

25. I have worked in a Computer Specialist, GS-334-11, Systems Administrator/Manager, position for one year.

A = Yes  
B = No

26. I have at least one year of system administration experience in a VMS or Unix environment that included maintaining a DNS or NIS environment or installing or maintaining security software. In addition, I have a thorough knowledge of and experience with the VMS or Unix operating systems, including the interaction between production programs and the operating system. I have experience in determining the source of system crashes and identifying solutions to recover from them. I have evaluated upgrades and systems changes based on resource allocation. I have a basic understanding of telecommunications and how it interfaces with system hardware and software. I have written complex shell scripts to perform automated system management tasks to assist in trouble shooting system problems. My assignments regularly included developing solutions to difficult problems that did not have readily available precedents. My work was generally reviewed only for adherence to accepted standards.

A = Yes  
B = No

**Yes to 25 or 26, qualifies you at the GS-12 level.**

**LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-7 Qualifications:**

27. I have a bachelor's degree **AND** superior academic achievement defined as one (or more) of the following:
- membership in a national honor society,
  - graduating in the upper 1/3 of the class,
  - earning an undergraduate grade point average of at least 2.95 (on a 4.0 scale) in the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of at least 2.95,
  - earning an undergraduate GPA of at least 3.45 in the major during the final 2 undergraduate years completed,
  - earning a cumulative undergraduate GPA of 3.45 in the major

A = Yes  
B = Yes, I will have this within nine months  
C = No

28. I have completed one year of graduate education in one of the majors listed under GS-5, "1" above.

A = Yes  
B = Yes, I will have this within nine months  
C = No

29. I have worked in a Computer Specialist, GS-334-5, LAN Support/Management, position for at least one year.

A = Yes  
B = No

30. I have at least one year of LAN support work experience in a Unix, Novell, or Windows NT environment installing, troubleshooting and configuring PCs and peripherals. I have knowledge and understanding of hardware terminology and concepts such as RAM, SCSI, RAID, and IDE, and am familiar with basic office automation applications such as MS Office Suite, Corel Suite, and cc:Mail. My assignments and the steps to follow usually were defined by my supervisor or by standard operating procedures, and my work was checked closely for accuracy and adequacy. I was expected to recognize when deviations from standard procedures were necessary and to recommend appropriate changes.

**OR,**



I have a combination of graduate education (less than one year) and work experience described above for a GS-7 LAN Support/Management (less than one year) that totals one year.

- A = Yes
- B = No

**Yes to 27, 28, 29, or 30 qualifies you at the GS-7 level.**

#### **LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-9 Qualifications**

31. I have a master's degree, or I have completed two years of progressively higher level graduate education leading to a master's degree, in one of the majors listed under GS-5, "1" above.

- A = Yes
- B = Yes, I will have this within nine months
- C = No

32. I have worked in a Computer Specialist, GS-334-7, LAN Support/Management, position for at least one year.

- A = Yes
- B = No

33. I have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment setting up, installing, troubleshooting, and configuring PCs and peripherals, installing standalone or network copies of software to PCs, troubleshooting LAN hardware and software problems, and helping users with login, network printing, supporting network client and application software. I have experience with installing and troubleshooting Windows 95 and Windows NT Workstation on the desktop and experience with installing, troubleshooting, and managing Novell NetWare 3.x, 4.x and Windows NT 3.x, 4.x. I have experience with server administration for a large network of approximately 100 or more users. I have provided professional support to the network users and used my analytical skills to investigate, identify, and evaluate user problems. Problems were solved by following established guidelines or by researching past solutions, or by developing my own solutions. The scope of my assignments were most often defined for me, but I used some judgement in selecting specific approaches and, when necessary, made minor changes to adapt the methods to my specific work situations. My analytical methods and results were closely reviewed for technical and analytical adequacy.

**OR,**

I have a combination of graduate education (more than 1 academic year but less than 2) and work experience described above for a GS-9 LAN Support/Management (less than 1 year) that totals one year. Only graduate education beyond the first year (18 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A = Yes
- B = No

**Yes to 31, 32, or 33 qualifies you at the GS-9 level.**

#### **LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-11 Qualifications**

34. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors list under GS-5, "1" above.

- A = Yes
- B = Yes, I will have this within nine months
- C = No

35. I have worked in a Computer Specialist, GS-334-9, LAN Support/Management, position for at least one year.

- A = Yes
- B = No

36. I have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included configuring, installing, and troubleshooting applications on the server. I have knowledge and understanding of telecommunication concepts and protocols such as switches, routers, hubs, TCP/IP, IPX, ATM, FDDI, Ethernet, and mirroring, clustering, and duplexing. My experience included installing and troubleshooting COTS software to the desktop or server, and with providing "help desk" services and user training. I was responsible for deploying software installations and upgrades. I have experience in multiple server installations and upgrades for large networks of approximately 100 or more users. I assisted less experienced staff in problem resolution and in documenting solutions and procedures. have a thorough knowledge of the syntax, capabilities, and limitations of the Unix operating system, including knowledge of the interaction between production programs and the operating system. My analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 LAN Support/Management (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

- A = Yes  
B = No

**Yes to 34, 35, or 36 qualifies you at the GS-11 level.**

#### **LAN SUPPORT/MANAGEMENT SPECIALIZATION -- GS-12 Qualifications**

37. I have worked in a Computer Specialist, GS-334-11, LAN Support/Management, position for at least one year.

- A = Yes  
B = No

38. I have at least one year of LAN support or management experience in a Unix, Novell, or Windows NT environment that included managing a Unix, Novell, or Windows NT server in a production environment (managing user accounts, access rights, disk space allocation, troubleshooting network problems from the client level on up to the server level, and providing user training. My experience includes the design and coordination of multiple server installations and networks for large systems supporting approximately 100 or more users. I developed solutions to difficult problems where there is no readily available precedents. I trained junior staff in problem resolution and the documentation of those solutions and procedures. I was responsible for deploying software installations and upgrades. I have expert knowledge of the operating system, telecommunication concepts and WAN technologies, and the latest SW/HW/Networking technologies. My work was generally reviewed only for adherence to accepted standards.

- A = Yes  
B = No

**Yes to 37, or 38, qualifies you at the GS-12 level.**

#### **DATA BASE ADMINISTRATOR SPECIALIZATION --GS-11 Qualifications**

39. I have a Ph.D., or I have completed three years of progressively higher level graduate education leading to a Ph.D., in one of the majors list under GS-5, "1" above.

- A = Yes  
B = Yes, I will have this within nine months  
C = No

40. I have worked Computer Specialist, GS-334-9, Data Base Administrator, position for at least one year.

- A = Yes  
B = No

41. I have at least one year of experience as a database administrator for a relational database management system. This experience included performing logical and physical database design, building new databases, and modifying existing databases. My work required knowledge and experience with database configuration management practices including database security, backup and recovery, and account management. I have some experience writing SQL script to monitor database performance for evaluation and tuning. My analytical approaches and results were very generally reviewed for technical and professional adequacy.

**OR,**

I have a combination of graduate education (more than 2 academic years but less than 3) and work experience described for a GS-11 Database Administrator (less than 1 year) that totals one year. Only graduate education beyond the second year (36 semester hours or quarter hour equivalent) can be combined with experience to total one year.

A = Yes

B = No

**Yes to 39, 40, or 41 qualifies you at the GS-11 level.**

#### **DATA BASE ADMINISTRATOR SPECIALIZATION -- GS-12 Qualifications**

42. I have worked in a Computer Specialist, GS-334-11, Data Base Administrator, position for at least one year.

A = Yes

B = No

43. I have at least one year of experience as a database administrator for a relational database management system. This includes performing logical and physical database design, building new databases, and modifying existing databases based on an evaluation of customer requirements. My work required establishing database configuration management policies and procedures for database installation, security, backup and recovery, and account management. I have extensive experience performing database monitoring and tuning to predict and resolve performance problems. In addition, I provided technical assistance and training to less experienced Data Base Administrators. My work was generally reviewed only for adherence to accepted standards.

A = Yes

B = No

**Yes to 42, or 43, qualifies you at the GS-12 level.**

In this part you will respond to questions about experiences you have had and tasks you have performed that are related to the duties of a Computer Specialist. ***It is not expected that you will have education or experience in all of these areas.***

Answer all questions to the best of your ability. You may be asked to provide evidence or documentation that you have had this type of experience at a later stage in the selection process. Your responses are subject to verification against the narrative information you provide in your resume or application, information your references provide, college transcripts, background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can be cause for not selecting you, for firing you after you begin employment, and for barring you from applying for Federal employment. Therefore, carefully enter the information that accurately reflects your actual employment and/or educational background.

**For each of the following knowledge areas, choose the statement from the list below that best describes your experience and/or training in that task. Select only one statement for each knowledge area.**

A = I have no education or experience in this.

B = I have had education or training using or doing this, or I have had less than 1 year of professional-level experience using or doing it.

C = I have more than 1 year but less than 2 years of professional-level experience using or doing this.

D = I have more than 2 years but less than 3 years of professional-level experience using or doing this.

E = I have had 3 or more years of professional-level experience using or doing this.

***Writing, testing, debugging and documenting computer applications using the following:***

44. Visual Basic
45. C
46. C++
47. Visual C++
48. Visual dBASE
49. Delphi
50. Assembler
51. Clipper
52. COBOL
53. Fortran
54. HTML
55. Web Tools (e.g., Corel Web Designer, Homesite, Front Page, Hot Dog, JAVA Script, etc.)
56. JAVA
57. Common Gateway Interface (CGI)
58. Pascal
59. Perl
60. Data access, manipulation and/or presentation using BASE SAS, SAS/ACCESS, SAS Macro.
61. Application development using SAS/AF, SAS/EIS, OR SAS/MDDB Server.
62. Statistical analysis using SAS/STAT, JMP, or SAS/Insight.
63. Other statistical languages (e.g., SPSS, Minitab, S-PLUS, SUDAAN, MNDP, etc.)
64. Interactive SQL.
65. Script writing using the Korn shell, C shell or Bourne shell.
66. Oracle Financials Application Development
67. Oracle Designer 2000
68. Oracle Developer Tools (e.g., Oracle PL/SQL, Forms 4.5, SQL \*Reportwriter, SQL \*Plus, Oracle Web Developer, etc.)
69. PowerBuilder
70. Power Objects
71. On-line transaction processing (e.g., Application Control Management System, etc.)
72. Development of geographic systems and products to support census and survey field operations or data tabulation.

***Operating systems used for application development***

73. Unix
74. VMS (VAX/Alpha)
75. Unisys OS 1100
76. Windows (95, 98, or NT)
77. Other operating systems (e.g., OS/2, Macintosh OS, X-Windows, etc.)

***Databases***

Experience with Oracle

78. Database administration
79. Oracle Financials database administration
80. Logical and physical database design

Experience with Rdb

81. Database administration
82. Logical and physical database design
83. Common data dictionary administration

Experience with other databases (DBase, Access, Paradox, Foxpro, Approach, Ingres, Informix, etc.)

84. Database administration
85. Logical and physical database design

***Systems Support***

### UNIX system administration

86. Install OS
87. Install and configure hardware (e.g., disks, system boards, SCSI cards, printers, etc.)
88. Install and configure software applications.
89. Monitoring, troubleshooting and tuning hardware performance
90. Perform backups using backup software and other backup products (e.g., EPOCH, Platinum, ARCserve, etc.)
91. Database installation and configuration
92. Developing system Programs to facilitate system administration
93. Mount file systems (e.g., NFS, etc.).

### UNIX platforms supported

94. IRIX (SGI)
95. Solaris Sun
96. Digital UNIX (Compaq)
97. Other platforms (e.g., Hewlett Packard, etc.)

### Other systems administration

98. VMS
99. Unisys
100. Familiarity with UNIX/NT integration tools such as SAMBA, Rhumba, VNC, etc.

### ***Telecommunications and Network Support***

101. Familiarity with the optimal configuration of switched Ethernet LANS in a multi protocol environment.
102. Familiarity with Cisco switches and Routers, particularly with configuration of virtual LANS AND ATM relays.
103. Install software on NT and NetWare servers
104. Troubleshoot hardware/software problems on a LAN
105. Train users on network utilities and software available for using the network
106. Install & maintain hardware (PC's, printers, CD-ROM's, scanners, servers, workstations, etc.)
107. Develop architectural designs for multiple subnetted Ethernets using switches and routers.
108. Develop and administer NetWare on an Ethernet based LAN.
109. Develop and administer a NetWare (Novell) based LAN.
110. Develop and administer a Windows NT Server.
111. Develop and administer other LAN systems (e.g., OS/2 LAN/Warp Server, Banyan Vines, etc.).
112. Install, configure, and maintain NetWare (Novell) based file, print, and communication servers.
113. Configure and troubleshoot bridges, routers, hubs, switches and gateways.
114. Understanding of the TCP/IP protocol stack, including its interaction with the Ethernet layer and ATM.
115. Install, configure, and support computer security systems, filters and/or internet firewalls.
116. Network operations center support using products such as Sun Net Manager, Optivity, Cisco Works, HP OpenView, NetSys, etc.
117. Install and support a cable plant (category five UTP).
118. Support and configure organization-wide electronic mail systems such as SMTP-GW's and message transfer agents (MTA's).
119. Perform Lotus Notes Administration.
120. Configure internet e-mail servers.
121. Install, configure, and support PC's with MS/DOS, Windows 3.x, Windows 95 and Windows NT operating systems.
122. Install, configure, and support PC's in a TCP/ IP and IPX multi-protocol environment.
123. Install and configure PC's with Novell and/or Microsoft client-based network connectivity software.
124. Install, configure, and support Novell administrative software such as SYSCON, NETCON, etc.
125. Install, configure, and support LAN backup systems such as EPOCH, Platinum, and Veritas Netbackup.

### ***Software Engineering and Project Management***

126. CASE tools (KnowledgeWare, Excellerator, etc.)
127. Configuration management

128. Develop functional requirements (Rapid Prototyping, Use Case, joint application development, etc.)
129. Object oriented analysis & design
130. Project planning and resource management
131. Software testing tools (Mercury WinRunner, etc.)
132. Software testing & quality assurance principles & techniques
133. Structured programming principles/techniques
134. System and user documentation
135. Systems analysis and design (DFD's, Data Modeling, etc.)

### ***Other Skills***

136. Analyze system performance
137. ADP contract management
138. Computer or ADP training/education
139. Computer help desk/technical support
140. Design, develop, or administer a data warehouse
141. Design on-line help applications
142. Document Management Tools (PC Docs, Domino.Doc, etc)
143. Geographic information systems (Landview, ARC Info, Atlas GIS, MAPInfo, etc.)
144. Graphic and presentation tools (PowerPoint, Presentations, Freelance, Brio, etc.)
145. GUI development
146. Design/develop on-line forms
147. Program computer-based questionnaires (using CASES, BLAISE, etc.)
148. Terminal emulation software (OnNet, SmarTerm, Reflections, Exceed, etc.)
149. Experience with design, development, and implementation of processing systems to support large scale economic surveys or censuses.
150. Familiarity with the North American Industry Classification System.
151. Experience with electronic data capture or electronic data dissemination systems.
152. Experience with administrative records such as from Internal Revenue Service, Social Security Administration, or State Motor Vehicle Administrations.
153. Experience with the design, development and implementation of processing systems to support large scale demographic surveys and/or censuses.
154. Familiarity with the structure and content of microdata files produced by one or more of the following major demographic surveys; the American Community Survey, the Current Population Survey, the Survey of Income and Program Participation, the American Housing Survey, The National Crime Victimization Survey, the Consumer Expenditure Survey, the Schools and Staffing Survey.
155. Experience with the design, development and implementation of large scale financial and/or administrative management and information systems.

**For each of the following areas or tasks, choose the statement from the list below that best describes your experience and/or training. Select only one statement for each task.**

- A = I do not have, or have not done, this.  
 B = I have, or have done, this.

156. Novell network engineer certification
157. Microsoft network engineer certification
158. Other network engineer certification (e.g., OS/2 LAN/Warp Server, Banyan Vines, etc.)

Section 18: **JOB PREFERENCE** - Leave Blank.

Section 19: **LANGUAGES** - Select from the list below up to 3 languages in which you are proficient.

- |                                                            |                                  |
|------------------------------------------------------------|----------------------------------|
| 01 = Any African Language                                  | 07 = French                      |
| 02 = Any Native American Language<br>(Aleut, Navajo, etc.) | 08 = German                      |
| 03 = Any Classical Language                                | 09 = Russian                     |
| 04 = Asian/Near East Languages                             | 10 = Sign Language               |
| 05 = Asian/Far East Languages<br>(Other than Chinese)      | 11 = Spanish                     |
|                                                            | 12 = Other European<br>Languages |

06 = Chinese

13 = Other Languages  
(Other than English)

Section 20: **DATE BLOCK** -Leave Blank.

Section 21: **OTHER INFORMATION** - Leave Blank.

Section 22: **SPECIAL KNOWLEDGE** - Leave Blank.

Section 23: **VETERAN PREFERENCE CLAIM** -Enter your veteran preference claim. Not all veterans of the U.S. Armed Forces are entitled to veterans' preference. If you are not sure that you are entitled to veterans' preference, you may call USAJOBS by Phone at 1-202-606-2700. When the system answers press 1 to begin, then pause briefly and enter 231 to receive detailed information about veterans' preference. See the vacancy announcement for the forms you must submit for veterans' preference claim verification.

Section 24: **BACKGROUND INFORMATION - YOU MUST COMPLETE THIS SECTION.** You must answer question 1 about your citizenship. You may answer questions 2 through 4 if you desire.

Section 25: **DATES OF ACTIVE DUTY - MILITARY SERVICE** - Self-explanatory.

Section 26: **SIGNATURE/DATE** - Please read the statement, then sign and date your application.